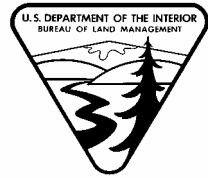




United States Department of the Interior

Bureau of Land Management

Eastern States
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Springfield, Virginia 22153
<http://www.blm.gov/eso>



IN REPLY REFER TO:
1260 (ES 950) P

December 5, 2003

EMS TRANSMISSION 12/09/2003
Instruction Memorandum No. ES-2004-10
Expires: 09/30/05

To: BLM-ES All Employees

From: State Director, Eastern States

Subject: BLM-Eastern States Government Credit Card Procedures

Program Area: Procurement, Uniforms, and Travel

Purpose: The purpose of the Instruction Memorandum (IM) is to clearly outline the application of the Bureau of Land Management (BLM) and Department of the Interior (DOI) policies on charge card use. This IM reinforces the policy and procedures outlined in IM No. ES-2002-16, Eastern States (ES) Charge Card Program Guidelines, and details specific guidance that will be followed by the BLM-ES State Office employees.

Policy/Action: The Government charge card is to be used only for approved Government-related travel, and acquiring products and services that benefit the government. It is the cardholder's responsibility to use the card in accordance with BLM guidelines and the card agreement. Intentional use of the charge card by a cardholder for other than official Government business constitutes unauthorized use and may be considered an attempt to commit fraud against the U.S. Government. This includes using the card to withdraw cash from an Automated Teller Machine (ATM) for personal use. All incidences of charge card abuse will be investigated and employees will be disciplined accordingly. Disciplinary actions for charge card abuse range from written reprimand to removal. Specifics can be found in the Department's Table of Penalties, item number 14 (<http://www.doi.gov/hrm/guidance/tbpf3c.htm>).

All BLM-ES employees who have a Government-issued charge card for travel, purchases, or both, and/or for uniforms must adhere to the following requirements:

1. All cardholders who have **both** travel and purchase authority must have their charge card statements sent to this office. All uniform cardholders must have their charge card statements sent to this office.
2. All cardholders will reconcile their charge card statements within 5 days of receipt of the bank statement, but not later than the 25th of each month. All charge card statements will be reconciled regardless of the type of card(s) issued (travel, purchase, or uniform). Reconciliation includes the following:

All **original** receipts, packing lists, invoices, and any other supporting documentation must be attached to the charge card statement. This includes all travel related receipts. (note: Travel related receipts required for processing travel vouchers (lodging, rental cars, and all other items over \$75) must be copied by the traveler and the copies included in the travel folder that is returned to the travel coordinator with the travel voucher.)

- a. All cardholders will ensure that the proper accounting codes are in place and if travel related, that all items have been noted with the dates, location, and purpose of travel. Your office's travel coordinator will assist in providing the accounting codes for all travel related charges.
- b. Reconciled charge card statements will be submitted to the supervisor/approving official within 5 days of receipt, but not later than the 25th of each month. Supervisors will verify that all transactions are valid, all receipts are attached, and all cost codes are complete and accurate. After verification, supervisors will sign and date the statement within 5 days of receipt, but not later than the 30th of each month.
- c. Approved and signed charge card bank statements will be submitted to each organization's Remote Data Entry (RDE) technician immediately after supervisor/approving official signature.
- d. BLM-ES RDE technicians by organization are as follows:
 - 1) Jackie Choudhury (ES-910, ES-912, ES-915, ES-950)
 - 2) Jeanne Kranz (ES-930, ES-960)
 - 3) Cheryl Gettis (JFO)
 - 4) Kurt Wadzinski (MFO)
- e. Charge card statements received with a zero balance and/or only credit information (i.e., payments, refunds, etc.) will also be submitted to the RDE technician after signature by the employee and supervisor.
- f. Employees who have not submitted their statements to their RDE technician within two weeks of receipt of their charge card statement will be brought to the attention of the BLM-Eastern States Leadership Team (ESLT) for immediate action. Employees who do not receive a charge card statement for a month, due

to a zero balance, will notify their RDE technician prior to the 25th of the month that their card has a zero balance and they did not receive a statement. ES-950 will double check with Bank of America that each employee reporting a zero balance actually has a zero balance with Bank of America.

- g. The RDE technician will file the original charge card bank statements with original receipts and supporting documentation in a locked central repository located in ES-950. (note: Charge card files are considered official Government records and will be filed in a central repository in accordance with IM No. ES-2002-16.)

Time Frame: Effective immediately.

Budget Impact: None.

Background: The Department of the Interior implemented the current Government MasterCard charge card program in November 1998. Since implementation of the program, DOI, BLM, and BLM-ES charge card program reviews and routine program surveillance activities have identified a number of areas of concern.

The full BLM-ES policy on Government charge card use is contained in IM ES-2002-16. Additional DOI and BLM policy on Government charge cards can be accessed via the National Business Center web page at <http://nbcweb.blm.gov/ops/chargecard/policy&guidance.html>.

Manual/Handbook Sections Affected: None.

Coordination: BLM-ESLT.

Contact: Ruth Welch, Deputy State Director for Business Resources, at (703) 440-1550.

Signed by:
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State Director

Authenticated by:
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